

A large, faint background image of the Wisconsin State Capitol dome, showing its classical architecture with columns and a large dome topped with a statue. A thick, wavy red ribbon graphic is positioned at the top of the page, partially obscuring the top of the dome.

Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Jim Doyle
Governor

David Steingraber
Executive Director

Juvenile Justice
**Juvenile Accountability Block Grant
(JABG Direct) - 2009**

Grant Announcement

**Applications must be submitted through
Egrants on or before April 29, 2010**



Important Contact Information for this Grant Opportunity:

Juvenile Justice Program: Kris Moelter (608) 261-6626 or
kristina.moelter@wisconsin.gov

Budget/Fiscal: Katie Hawkins (608) 266-7949 or
katie.hawkins@wisconsin.gov

Forms/Signatures: Donna Hahn (608) 266-0350 or
donna.hahn@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instruction for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: www.oja.wi.gov

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Juvenile Justice

Grant Title: Juvenile Accountability Block Grant Direct 2009

Description: The Juvenile Accountability Block Grant Direct (JABG) provides funds to help selected counties reduce juvenile offending through accountability-based programs focused on both the offender and the juvenile justice system.

Opportunity Category: Non-Competitive/Limited Eligibility

Important Dates:

April 29, 2010: Applications must be submitted through Egrants on or before this date.

July 1, 2010: Earliest starting date for proposed project

June 30, 2011: Last day of project period

Anticipated Funding Amount: \$332,344 may be awarded to the nine counties listed in the "Eligibility" section in the amounts set forth therein. The project funding is for one year. Only applicants who have previously submitted a letter of intent may apply.

Match/Cost Sharing Requirement: 10% cash match is required.

Eligibility: Only the entities listed below are eligible to apply for these JABG Direct funds in the amounts below. Please avoid overmatch as all funds, including match, will need to be fully tracked throughout the grant period.

County/City	Federal Amt	Match Amt	Total Amt
Brown County	\$19,780	\$2,198	\$21,978
Dane County including City of Madison	\$50,484	\$5,609	\$56,093
Kenosha County	\$20,745	\$2,305	\$23,050
City of Milwaukee	\$87,415	\$9,713	\$97,128
Milwaukee County	\$87,820	\$9,578	\$97,578
Outagamie County	\$12,775	\$1,419	\$14,194
Racine County	\$16,038	\$1,782	\$17,820
Rock County	\$16,255	\$1,806	\$18,061
Waukesha County	\$21,032	\$2,337	\$23,369

Eligible Expenses: All expenses must be new and cannot replace existing government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties. Funding may be used for personnel, education, supplies, equipment, contractors, or any other items necessary to implement the project.

Juvenile Accountability Block Grant (JABG Direct) 2009

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, OJA is seeking applications for projects geared toward reducing juvenile offending through accountability-based programs focused on both the offender and the juvenile justice system.

Federal funding guidelines require that projects only serve youth under age 18.

Award Information

Under the Omnibus Crime Control and Safe Streets Act of 2002 (42 U.S.C. 3796ee), this program furthers the Office of Justice Assistance's mission by supporting innovative, effective programs that reduce juvenile offending through accountability-based initiatives focused on both offenders and the juvenile justice system. The JABG Direct 2010 grants are funded with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) JABG funds. Nine municipalities/counties are eligible to apply for this funding, as those sites were selected by the federal government to receive this grant. Grant funds, totaling \$332,344, will begin no sooner than July 1, 2010 and expire on June 30, 2011. The applicants are eligible to apply for funding in the amount set forth in the "Eligibility" section. 10 percent cash match is required.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process. On the account registration site, you will have a choice between OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during the process.

Once your Egrants account has been approved, you may begin your online grant application. The OJA help desk is open Monday-Friday 8am-4:30pm. If you register outside of these hours, access may not be approved until the next business day.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Kris Moelter at (608) 261-6626 or Kristina.moelter@wisconsin.gov.

With the exception of the “required attachments” please do not submit any other attachments. Please complete each available section in Egrants (as opposed to attaching a budget in Excel for example). Text can be cut and pasted from Word documents if you prefer as the system does not have spelling or grammar check.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check the online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box please describe your project in 150 words or fewer. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what—equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve—how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the OJA website, cited in OJA reports, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

There are 14 mandatory performance measures on which each grantee must report. Those performance measures are contained in Egrants.

Please put in the target amounts you expect to serve during the course of the grant. Grantees are required to report on federally-mandated performance measures as well. Please see “Reporting Requirements” section on page 5.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations. Please be advised that funds may not be used for indirect or administrative costs.

Personnel: List each position by title and name of employee, if available. Show the annual salary rate and percentage of time to be devoted to the project. Compensation paid for employees engaged in project activities must be consistent with that paid for similar work within the recipient organization. **Individuals listed in the Personnel category must be employed by the recipient agency. Note: If the grant includes a prosecutor position, an additional form must be completed. Contact Donna Hahn (608) 266-0350 if you need a Prosecutor Budget form.**

Employee Benefits: Fringe benefits for grant-funded personnel including items like FICA, unemployment compensation, health insurance, etc.

Travel/Training: List all travel and/or training costs necessary for the proposed project. Travel and training for contracted employees does not go in this section. It should be itemized under "Contractual". Examples: Mileage Reimbursement, Lodging, Airfare, Meals. **Show the basis of computation** (e.g., two people to 3-day training at \$X lodging, \$X meals, \$X mileage). In-state hotel costs are limited to the state rate of \$70.00/night for all counties excluding Milwaukee, Waukesha, and Racine Counties. In-state hotel costs for these counties are limited to the rate of \$80.00/night; in-state meals cannot exceed \$8 for breakfast, \$9 for lunch, and \$17 for dinner. Mileage may not exceed \$0.485 per mile.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Other Operating Expenses: List items by type (e.g., office supplies, postage, training materials, telephone, books, office rent, etc.) costing less than \$5,000 per item and **show the basis for the computation**. For example, Rent: \$150/mo x 12 months = \$1,800. NOT Rent: \$1,800. Generally, supplies include any materials that are expendable or consumed during the course of the project. Costs for entertainment or incentives for project participation are prohibited.

Consultants/Contractual: Provide a description of the product or service to be procured by the contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts regardless of amount. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). **Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.**

In addition to the Main Summary, Approval Checklist, Performance Measures, Budget Detail and Required Attachment sections in Egrants, you will find four other sections entitled: Budget Narrative, Project Narrative, Goals and Objectives, and Geographic Information.

What you write in these sections will comprise the bulk of information on what activities will take place in the upcoming year.

5. Budget Narrative

Describe your budget expenditures in narrative form, explaining how you arrived at the amounts listed. Please be thorough and descriptive. Every line item must be explained and computations must be provided where applicable. Describe how your budget relates to the overall program/project.

6. Project Narrative

Describe your project, how many youth you expect to serve, what "served" means and why the program is needed. What other OJA or other state, local, or federal funds are being used in your community to support juvenile justice activities? How does the program described in this application collaborate with or supplement those other juvenile justice activities?

7. Goals and Objectives

Describe your goals and objectives and explain how you will accomplish those goals and objectives. Goals are broad statements of the desired result. Objectives are specific, quantifiable statements of how you will achieve your goals. Grantees will be required to collect data to measure progress on achieving the goals and objectives and report that data on their quarterly program reports.

8. Geographic Information (NEW REQUIREMENT)

The federal government requires that projects clearly identify the geographic service area and street address where services are provided. You must provide the following: (a) written description of the streets/roads bounding each service area, (b) the street address where the services will be provided, and (c) a map of the service area as an attachment to the grant application.

9. Required Attachments

All of the forms below will be emailed to you, or you can request them from Donna Hahn, donna.hahn@wisconsin.gov. Please note what grant the documents belong to when you mail them.

- ☐ Map of the service area
- ☐ Juvenile Crime Enforcement Coalition (JCEC) Board form-To be attached in the required attachments section
- ☐ Cultural Ethnic Competency form-To be attached in the required attachments section
- ☐ Prosecutor Form-Only BROWN and MILWAUKEE County if you are still funding all or part of a Prosecutor-To be attached in the required attachments section.
- ☐ Certified Assurances form-must be printed out, signed and mailed to address below

- ☐ Lobbying/Debarment form- must be printed out, signed and mailed to address below
- ☐ Conflict of Interest form- must be printed out, signed and mailed to address below

Mail to: Office of Justice Assistance

Attn: Donna Hahn

1 S Pinckney St, Suite 615

Madison, WI 53702

Application Review and Award Criteria

Applications must comply with the requirements set forth in this grant announcement or they may not be considered.

Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide OJA with progress and financial reports. The schedule for your reports will be included in your grant award materials.

In addition, you must report quarterly on performance measures specific to your program area as required by OJJDP. Grantees are also required to report on their goals and objectives. If you use the funds for the program areas you have used in the past, the following city/counties report on the following program areas:

Brown County	JABG Program Area 4
Dane County	JABG Program Area 15
Kenosha County	JABG Program Area 11
City of Milwaukee	JABG Program Area 11
Milwaukee County	JABG Program Areas 4 and 15
Outagamie County	JABG Program Area 11
Racine County	JABG Program Area 11
Rock County	JABG Program Area 15
Waukesha County	JABG Program Area 14

The federally-required performance measures for these program areas may be found at http://oja.state.wi.us/docs_lists.asp?doccatid=295&locid=97

If you are using the funds for a different project, please contact OJA for the program area.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>

- A helpful Egrants User Guide is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.